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January 12, 2018

Emily Farr, Director
South Carolina Department of Labor, Licensing and Regulation
Synergy Business Park, Kingstree Building
110 Centerview Dr.
Columbia, South Carolina 29210

RE: Legislative Oversight Study of the Department of Labor, Licensing and Regulation

Dear Director Farr:

On December 19, 2018, the House Legislative Oversight Committee approved the Department of Labor, Licensing and Regulation for review, investigation and study. In conducting studies, it is the Legislative Oversight Committee's goal to partner with the agency to help it identify areas in which it can continue to improve upon the positive results it has generated for the people of South Carolina.

Enclosed is a flow chart with an overview of the process the Committee intends to follow, copy of the Committee's Rules and copy of the Committee's Standard Practices (please note these may be modified). In the near future, the Committee will schedule a meeting with your agency to discuss preliminary matters relating to the study process. Please do not hesitate to contact Committee staff at any time with questions. Also, below is a brief summary of the Committee's expectations.

The Committee expects the following of each agency under study:

- Inform its staff that the agency is undergoing the legislative oversight study process as well as the purpose of the study;
- Appoint a liaison to assist the Committee with all activities;

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- Respond to its requests in a concise, complete and timely manner;
- Be candid with the Committee and promptly discuss with the Committee any concerns or questions the agency may have related to the legislative oversight study process, including any concerns the agency may have that the Committee has drawn an incorrect conclusion;
- Realize written information provided to the Committee is considered sworn testimony pursuant to S.C. Code Ann. §2-2-70; and
- Inform the Committee if any information requested by the Committee, or provided by the agency, cannot be published online due to provisions in contract or law.

Enclosed please find information to share with agency employees in the manner in which the agency regularly communicates with its employees.

I hope the information above and enclosed is helpful to you and your agency in understanding the process the Committee intends to following in conducting its study and investigation process.

Sincerely,

A handwritten signature in black ink that reads "Wm. Weston J. Newton". The signature is written in a cursive, flowing style.

Wm. Weston J. Newton
Chairman, House Legislative Oversight Committee

Enclosures

cc: Subcommittee Chair